

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

OCIO Financial Mgmt Br-Acctng  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810



Employee Name	<u>QUINLAN, CHRISTY</u>
Expense Dates	<u>04/22/10-04/22/10</u>
Total Expense Amount	<u>468.51</u>
Amount Due Employee	<u>61.44</u>
Form ID	<u>TEA000641953</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/22	Gasoline	11.94	
2)	04/22	Parking, Auto	10.00	
3)	04/22	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
TERESA M TAKAI

## Travel & Expense Account Summary

Employee Name                      CHRISTY QUINLAN  
Expense Dates                      04/22/10-04/22/10  
Report Name                        601/April 2009/Orange County

Request Total    \$      468.51  
Direct Charge Total    -      407.07  
Travel Advances    -      0.00  
Net Due Employee    =      **61.44**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Mark Hurd Event	468.51

DATE	Thu Apr 22	Thu Apr 22								TOTAL
Breakfast	6.00									6.00
Commercial Air Fare (d)	365.40									365.40
Auto Rental (d)	41.67									41.67
Gasoline	11.94									11.94
Parking, Auto	10.00	15.00								25.00
Mileage Personal Auto	9.25	9.25								18.50
<b>TOTALS \$</b>	<b>444.26</b>	<b>24.25</b>								<b>468.51</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Mark Hurd	04/22/10	Breakfast	6.00	Cash
Regular Travel	Mark Hurd	04/22/10	Commercial Air Fare	365.40	Direct Charge
Regular Travel	Mark Hurd	04/22/10	Auto Rental	41.67	Direct Charge
Regular Travel	Mark Hurd	04/22/10	Gasoline	11.94	Cash
Regular Travel	Mark Hurd	04/22/10	Parking, Auto	10.00	Cash
Regular Travel	Mark Hurd	04/22/10	Parking, Auto	15.00	Cash
Regular Travel	Mark Hurd	04/22/10	Mileage, Personal Auto	9.25	Cash
Regular Travel	Mark Hurd	04/22/10	Mileage, Personal Auto	9.25	Cash